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Cc: Varcoe, Betsy[Varcoe.Betsy@epa.gov]; Ashenafi, Sisay[Ashenafi.Sisay@epa.gov]; Seeger, Lindsay[seeger.lindsay@epa.gov]; Guerra, Jasmin[Guerra.Jasmin@epa.gov]
From: Faulk, Libby
Sent: Fri 6/17/2016 2:00:43 PM
Subject: RE: Read-aheads for Shaun/Deb

Hi Missy,

We're going to have to push back our briefing with Shaun. We met with Martin yesterday afternoon and there's some additional things we need to do prior to briefing Shaun. Can you assist with us changing our meeting date/time or is Betsy back in to assist next week?

We'll need to cancel next Thursday's S. Weber Technical Grant meeting and push it to sometime the week of July 11 if Shaun is in that week. Let me know if he's not and if not, what weeks he is in. We'll have to get on his calendar prior to mid-July because we have a deadline.

Thanks, Libby

Libby Faulk, Program Manager

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From: Haniewicz, Melissa

Sent: Wednesday, June 15, 2016 12:51 PM

To: Opekar, Kimberly <Opekar.Kimberly@epa.gov>; Hubner, Matt <Hubner.Matt@epa.gov>;

Morales, Monica <Morales.Monica@epa.gov>; Faulk, Libby <Faulk.Libby@epa.gov>
Cc: Gautam, Nawodit <Gautam.Nawodit@epa.gov>; Lucas, Debra <Lucas.Debra@epa.gov>;
Moon, Diane <Moon.Diane@epa.gov>
Subject: Read-aheads for Shaun/Deb

Hi all,

Could you please send me read aheads for your meetings next week by noon tomorrow (Thursday)? Thanks!

6/20 – EJ steering comm (Kim)

6/21 & 22 – Enefit (Matt – I know you will get these to me, just a reminder)

6/22 – Ex. 6 - Personal Privacy mtg (Monica)

6/23 - S. Weber Technical Assistance Grant (Libby)

Thanks!

Missy Haniewicz

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